

Spec. Code: 4790(3754)  
Occ. Area: 02  
Work Area: 211  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 03/31/95

## **BROADCAST MUSIC SPECIALIST (JAZZ)**

### Function of Job

Under general supervision, to create jazz programs for radio broadcast; to provide expert guidance in the planning and creation of jazz and other music programs; and to supervise subordinate employees engaged in the selection, arrangement, scripting, and broadcast presentation of jazz programs.

### Characteristic Duties and Responsibilities

1. programs jazz segments for broadcast
  - creates and scripts music programs (provides musical notes and comments)
  - coordinates scheduling and format of programs with other production staff
2. supervises subordinates in the selection, arrangement, scripting, and broadcast presentation of jazz programs
  - maintains continuity of musical programming
  - provides expert guidance in evaluating musical quality
3. coordinates with others on the broadcast staff in the maintenance of the station's music library
  - catalogs new acquisitions within the music library system
  - recommends disc and tape recordings to be acquired
  - evaluates disc/tape quality according to aesthetic performance, technical composition, and conditions of the disc/tape surface
  - maintains clerical records of purchases, equipment inventory, and repairs
4. performs on-air duties as required
5. may produce jazz programs and related features for syndication
6. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. any one or any combination of the following types of preparation:
  - (a) credit for college course work leading to a major in music or a closely related field
  - (b) credit for college course work leading to a major in a field other than those described in "a" above
  - (c) full-time professional work experience in programming and announcing a variety of music programs, including jazz

that totals 1.0 unit according to the following conversion rates:

120 semester hours (or a Bachelor's degree) of "a"=1.0

120 semester hours (or a Bachelor's degree) of "b" = 0.67

3 years of "c" = 1.0 unit.

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. two years of full-time professional work experience in programming and announcing a variety of music for radio, including jazz, in addition to the training/experience required in #1 above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. broad knowledge of jazz history, styles, composers, performers, and recordings
2. knowledge of on-air broadcast practices
3. skill in creating and scripting jazz programs
4. skill in evaluating musical quality
5. skill in operating typical radio studio equipment
6. skill in editing programs

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\* That is, up to 2/3 (or approximately 0.67 unit) of the total preparation required to satisfy requirement #1 may be this type of college training. The balance must be supplied by one or more of the other types of preparation listed above.

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7. ability to supervise assigned personnel
8. freedom from speech impediments that would prohibit performance of job